
CASH RECEIPTS USER MANUAL	1
ENTERING FISCAL CODES AND DISTRIBUTION ON A CASH RECEIPTS DOCUMENT	1
INTRODUCTION	1
TO CREATE A CASH RECEIPTS DOCUMENT	1
TO ENTER FISCAL CODING AND DISTRIBUTION	3

CASH RECEIPTS USER MANUAL

ENTERING FISCAL CODES AND DISTRIBUTION ON A CASH RECEIPTS DOCUMENT

INTRODUCTION

The Cash Receipts application provides a way to record receipt of cash, checks, currency, coin, and warrants and provides an approval and release workflow. Once a Deposit is completed, a Cash Receipts document can be created from it so that fiscal coding and/or cost distribution can be entered and the document can be approved and released. The application is used primarily by agencies that physically take deposits to the State Treasurer's Office. Other remote agencies put their deposits into private bank accounts that are then transferred to the State Treasurer's Office.

The **Distribute** screen allows you to search for appropriate transaction codes, PCAs, and other fiscal codes, enter the fiscal codes, distribute the deposits, and view or attach scanned documentation if necessary. Agencies must deposit the cash into the State Treasury through the State Treasurer's Office (STO) or into an STO bank account.

TO CREATE A CASH RECEIPTS DOCUMENT

If you complete the deposit and want to enter the fiscal coding and distribution, click the **Distribute** tab. Otherwise you must click the **Document** link from the list of Deposits on the **Status** screen.

1. Click the **Status** tab.
2. In the **Deposits** section, locate the deposit number and click **Document**. NOTE: To select a Cash Receipts document that you have previously saved, click **Edit** next to the document.

Figure 1 - Deposits on the Status screen

Deposits

	Deposit	Date	Amount	Status
Deposit	Document 8	2/13/2008	\$461.65	Submitted
Deposit	Document 11	2/15/2008	\$164.00	Submitted
Deposit	Document 12	2/15/2008	\$9,050,791.75	In Progress
Deposit	Document 13	2/15/2008	\$277.00	In Progress
Deposit	Document 19	2/22/2008	\$218.60	Submitted

Documents

	Deposit #	Document #	Type	BatchNo	Date	Description	Status
Edit	1	dgtest	J				Receipt Distribution in Progress
Edit	2		J			daily deposit	Receipt Distribution in Progress
Approve	3	55544422	J	031	02/20/2008 9:31 AM	Feb Cash	Awaiting STO Release
Approve	4	6666	J	031	02/20/2008 9:31 AM	Refund	Awaiting STO Release

3. On the **Distribute** screen, enter a new eight character alphanumeric document number in the **Doc #** field.
4. Select a batch type from the **Batch Type** menu. The batch types are:
 - **Batch type I** - to record a decrease to cash for an insufficient funds check, etc. STO may use this batch type to reduce cash to correct a previous bank deposit error. Use an “R” reversal in a batch type I.
 - **Batch type J** - to record an increase in cash equal to the amount of the cash deposit. Use this for normal deposits to the State Treasurer’s Office when you have cash to deposit or to show a sale, maturity, or coupon payment of an investment with its interest. You cannot use an “R” reversal.
5. Enter a requested release date (**Req Release Date**) or select a date using the calendar icon. This date will be used for STO or DFM release.
6. Enter a 30 character description in the **Description** field, if desired.

Figure 2 - Create a Cash Receipt document

7. If desired, enter a group name in the **Group** field or click the asterisk and then select a group name from the **Group** menu. A group is a way to categorize your cash receipt documents to make them easier to find in the application.
8. Type comments in the **Comments** field, if desired.
9. Click **Save Document** to save the document. A “distribution grid” with column headers will be displayed. The **Batch #** displayed at the top of the screen is assigned when the transaction goes to DFM or STO. The **Batch #** will change when a transaction created by the agency is uploaded to STARS. (The *range* of batch numbers used for your agency is set by the Cash Receipts administrator.)
10. If there are attached documents to view for the document, an asterisk will appear on **Attachments** tab. You can also add a new or additional attachment.
 - a. Click the **Attachments** tab.
 - b. Click **View** for each attachment to open a separate window.

Figure 3 - Attachments

Attached Documents				
Documents Title	Date	Size	Action	
DocumentView1	2/25/2008 2:08:04 PM	156K	View	

TO ENTER FISCAL CODING AND DISTRIBUTION

Once the document is saved, the deposit amounts and distribution grid column headers are displayed. The **Batch #** is displayed at the top of the screen. The deposit is automatically assigned a batch number when it is finally approved. It will keep that batch number even if STO or DFM releases it several days after it is approved. The batch numbers increment after a deposit transaction is sent to STARS. (The *range* of batch numbers used for your agency is set by the Cash Receipts administrator.)

1. Click **Add Row** to add a blank row to enter fiscal coding.
Enter a transaction code in the **TC** field on the first row and press TAB or click into another field. (**TC** is a required field.) You can look up or search for a transaction code to use – see step 4.a. below.
2. Press TAB or click into another field and other fiscal code fields required by the TC will be highlighted in pink. NOTE: You can save your fiscal coding or distribution without having to enter anything in the required fields. However, these fields will be required at the time the distribution is marked as complete.

Figure 4 - Fiscal Coding and Distribution grid

The screenshot displays the 'Distribute' tab of the software. At the top, the 'Batch #' is 031. Below this, the 'Deposit #19' is shown with 'Doc # FRO895K8' and 'Batch Type J - Receipts'. The 'Req Release Date' is 2/22/2008. The 'Description' and 'Comments' fields are empty. The 'Distribution grid' shows a summary of checks, currency, coin, warrants, and total. The 'Balance' is \$0.00. The grid columns include TC, R, Amount, Index, PCA, ExpSub, Dtl, RevSub, Dtl, Grant, Ph, Project, Ph, BU, Fund, Dtl, Invoice #, and Description.

Checks	Currency	Coin	Warrants	TOTAL
\$23.00	\$178.00	\$1.25	\$16.35	\$218.60

Buttons: Add Row, Undo Updates, Preview, Deposit, Distribute Receipt Complete

Balance: \$0.00

Vendor Info * Press F3 for Lookup OR CR

TC*	R	Amount	Index*	PCA*	ExpSub*	Dtl	RevSub*	Dtl	Grant*	Ph	Project*	Ph	BU*	Fund	Dtl	Invoice #	Description
Del	150	218.60															

3. Complete the remainder of the fiscal coding (Index, PCA, Subobject, etc). A fiscal code field that is designated with an asterisk can perform lookups or validations:
 - a. To look up or search for a fiscal code, choose a field marked with an asterisk, place the cursor in the field, and press F3.
 - b. In the look up window, enter any combination of search criteria (transaction code, PCA or Index, or whatever is applicable to the data element). You can enter just the first few numbers or letters to find a code that begins with those letters or numbers or use the wildcard (%).
 - c. Click **Find**.
 - d. Click the fiscal code you want to use. The distribution grid will be automatically populated with that code and any related fiscal codes.

- e. Press TAB after entering a fiscal code and it will be validated to be sure it is one that you can use. Error messages will be displayed if it is not a valid fiscal code.

Figure 5 - Example of a PCA Look Up

PCA	Description	BFY	Fund	Dtl
01010	ADMINISTRATION	2008		
01020	STATEWIDE ACCOUNTING	2008		
01030	STATEWIDE PAYROLL	2008		
02040	COMPUTER SERVICE CENTER	2008		
03099	DISASTER SUBGRANT	2008		
01010	ADMINISTRATION	2007		
01020	STATEWIDE ACCOUNTING	2007		
01030	STATEWIDE PAYROLL	2007		

4. To create additional rows and continue with distributing the cash receipts, click **Add Row**.
5. Click **Undo Updates** if you want to clear the fiscal coding and distribution rows and start over.
6. Click **Deposit** to open a separate view of the Deposit detail to use while entering distribution amounts (without having to go back to the **Deposit** screen).
7. If desired, click **Preview** to open a separate window and select and view the titles of the fiscal codes to ensure you have used the codes that you want.
8. When finished, click **Save Document**. The document will remain displayed.
 - Click **Delete Document** if you want to delete the document – the distribution rows as well as the document number, description, etc.

Figure 6 - Document to Save

9. Click **Distribute Receipt Complete** when you are finished with the fiscal coding/distribution. If there are any other data entry errors, they will be displayed.
10. The document is ready for approval.